निवडसूची
बनविण्यासंबंधीचे नियम विहीत करण्याबाबत.

महाराष्ट्र शासन.
सामान्य प्रशासन विभाग,
परिपत्रक क्र.एसआरव्ही-१०८१/१२५१/सीआर-६/८५/१२,
मंत्रालय,मुंबई-४०० ०३२.
दिनांक :- २३ जुलै, १९८५.

वाचा :- (१) शासन परिपत्रक, सामान्य प्रशासन विभाग,क्रमांक-एसआरव्ही-१०७४/दहा, दिनांक ११ सप्टेंबर १९७५.
(२) शासन परिपत्रक, सामान्य प्रशासन विभाग,क्रमांक-एसआरव्ही-१०७९/७४०/१२, दिनांक ७ एप्रिल १९७९

शासन परिपत्रक

शासन परिपत्रक, सामान्य प्रशासन विभाग, क्रमांक-एसआरव्ही-१०७४/दहा, दिनांक ११ सप्टेंबर, १९७५ अन्वये शासन सेवेतील पदोन्नती देण्यासाठी निवडसूची तयार करण्यासंबंधीच्या नियमांचे प्रारुप विहीत करण्यात आले आहे. या प्रारुप नियमांत वेळोवेळी अनेक दुरुस्त्या करण्यात आल्या आहेत. या सर्व दुरुस्त्यांचे संकलन करुन प्रारुप नियमांत आणखी काही सुधारणा करण्याचा प्रश्न शासनाच्या विचाराधीन होता. महाराष्ट्र लोकसेवा आयोगाच्या परामर्षाने सुधारीत प्रारुप नियमांचा मसुदा तयार करण्यात आला आहे. प्रमाणित मसुदा सोबतच्या जोडपत्रात दिला आहे.

२. प्रत्येक मंत्रालयीन विभागांनी, त्यांच्या नियंत्रणाखालील सेवांमधील/पदांवरील/श्रेणीमधील/ पदोन्नतीसाठी तयार करावयाच्या निवडसूची बद्दलचे नियम तयार करावेत अशा सूचना सामान्य प्रशासन विभागाच्या क्रमांक- एसआरव्ही/१०७९/७४०/१२, दिनांक ७ एप्रिल, १९७९ च्या परिपत्रकान्वये दिल्या आहेत. मंत्रालयातील सर्व विभागांनी, त्यांच्या नियंत्रणाखालील सेवा / पदां/ श्रेणीवरील पदोन्नतीसाठी, प्रमाणित मसुद्यांतील सुधारित नियमांनुसार निवडसूची तयार करण्यासंबंधीचे नियम सुधारित अथवा नव्याने विहीत करण्याची कार्यवाही करावी.

३. निवडसूची तयार करण्यासंबंधीचे नियम भारतीय संविधानाच्या अनुच्छेद ३०९ खालील परंतुकान्वये विहीत करावयाचे आहेत. अतएव, त्या नियमांच्या मसुद्यात सामान्य प्रशासन विभागाची, लोकसेवा आयोगाच्या कक्षेतील पदांच्या संदर्भात लोकसेवा आयोगाची आणि विधी व न्याय विभागाची सहमती मिळविणे आवश्यक आहे. तदूनंतर प्रारुप नियमांत राज्यपालांची अनुमती घ्यावी.

महाराष्ट्र राज्याचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सही /-
(व. अं. कोटेश्वर)
सह सचिव, महाराष्ट्र शासन

NOTIFICATION

Department,

Mantralaya, Bombay - 400 032

Dated the

Constitution of India

No.

In exercise of the powers conferred by the proviso to article 309 of Constitution of India 1(and in supersession of all existing rules, orders or instruments made in this behalf) the Governor of Maharashtra is hereby pleased to make the following rules for preparation, maintenance and revision of Select List of the persons holding the post of 2--- in the 3 ---Department/ office for the purpose of promotion to the post of 4-- --- namely :-

1. Short title - These rules may be called the Select List for promotion to the post of 5-------------------------- in the 6 ----------- ------------------------------------ Department (Preparation, Maintenance and Revision Rules, 198

2. Definitions - In these rules, unless the context otherwise requires -

(a) "Commission" means the Maharashtra Public Service Commission.

(b) "Committee" means the Selection Committee constituted under rule 3;

1. To be retained only when any rules or instruments are in force and are required to be superseded.
2. Here mention the name of the post from which the promotion is to be given.
3. Here mention the name of the Department/or office.
4. Here mention the name of the post to which the promotion is to be given.
5. Here mention the post to which the promotion is to be given.
6. Here mention the name of the Department.

7. Here mention the post from which the promotion is to be given.

8. Here mention the name of the Department or office.

9. Here mention the name of the post with class to which the promotion is to be given.

10. Here mention the name of the Department or office

11. Define the post from which the promotion is to be given.

12. Define the post to which the promotion is to be given. But the definitions should be arranged in alphabetical order.

* The members to be nominated on the Committee shall be not below the rank of the promotional post for which the Select List is to be prepared.

13. Here mention the name of the post with class from which promotion is to be given.

(c) "Government" means the Government of Maharashtra;

(d) "Select List" means a list consisting names of persons holding the posts of 7-- in the 8 ---------------- Department/office, who are eligible for promotion to the post of 9-- in the 10 -- Department/office and considered fit for promotion in accordance with these Rules;

(e) "11 --".

(f) "12 --".

(g) "Schedule" means the Schedule appended to these rules.

3. **Constitution of Selection Committee.** For the purpose of preparing a Select List there shall be constituted a Selection Committee consisting of not less than three and not more than six members as may be nominated by Government. The members to be so appointed shall not be below the rank of ---

4. **Meeting of the Committee** - The committee shall ordinarily meet every year in the month of September or in such other month as the Government may be order specify in this behalf to draw up a Select List.

5. **Select List to be prepared annually,etc:-**

(i) The Committee shall consider annually

the claims of all person holding the posts of 13.

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eligible for promotion and prepare a Select List of those considered by it to be fit for promotion to the vacancies available for filling by promotion.

(ii) The Select List shall ordinarily be limited to the number of vacancies already existing and those likely to be occur during the following one year.

(iii) The number of persons to be considered for inclusion in the Select List shall be equal to three times the number of vacancies available for promotion if such vacancies do not exceed 25 and in other cases tow times the number of vacancies available for promotion.

(iv) The Select List shall be drawn up having regard to the orders contained in Government Resolutions and Government Circulars mentioned in the Schedule.

6. <u>Manner of preparation of Select List.</u>

(i) The names of the persons included in the Select List shall ordinarily be arranged in order of seniority in the feeder cadre/posts at the time of such inclusion.

Provided that, the Committee may give any person higher rank in the Select List upto a maximum of six places than that warranted by his seniority if, in the opinion of the committee, such person is considered to be of an outstanding merit.

(ii) The name of an officer, if any, who, on the basis of his confidential record is not considered fully fit for promotion but deserves to be given a trial as a measure of encouragement may be included in the Select List at the place warranted by his seniority in the feeder cadre and an indication of the name having been included on trial may be given. The cases of all such Officers may be reviewed at the preparation of the next Select List with reference to their performance in the higher post during the trial period. If it is found that such Officer has completed the trial period satisfactorily, the original Select List may be finalised without any connotation. If, it is considered that the officer should be continued on trial for another year, his name shall be deleted from the first Select List and entrered at the top of the next Select List with an indication of the element of trial. If it is considered that the Officer is not fit to be continued in the post of promotion, his name shall be deleted and he shall be reverted.

In the event of there being no such cases for review, the earlier Select List shall not be reviewed.

(iii) The cases of all persons who are passed over at any previous revision of the Select List or whose names were deleted from that list shall be considered by the Committee at the subsequent revision thereof, but if such persons are brought on the Select List, they

shall take rank among those who are included in the Select List for the first time.

7. **Fixation of seniority in Select List** - Subject to the provisions of rule 6, the seniority of persons in the Select List shall be determined by the date of entry of their names in the list.

8. **Maintenance of Select List** -

(i) Persons whose names are brought on the Select List shall ordinarily remain in the list in the same capacity until they are confirmed in the post of 14------------------ ------------------------------ or retire from Government service.

14. Here maintion the post to which promotion is to be given.

(ii) The Government may in consultation with the Commission remove names of persons from the Select List if they have subsequently proved themselves to be unfit for continuance on the Select List. The removal of the name from the list shall entail the reversion of the person concerned if he is already officiating in a higher post.

9. **Final Select List** - The Select List drawn up annually be the Committee shall be forwarded by the Government to the Commission for its advise together with all relevant material including the Confidential records of all the persons whose cases have been reviewed by the Committee and those who are proposed to be included in or omitted from the Select List. The Government shall after taking into consideration the views of the commission, determine the final Select List.

15. Here mention the names of the post to which promotion is to be given.	10. **Promotion and Confirmation -**

(i) When a vacancy in the post of 15-- is expected to last for three months or more it shall ordinarily be filed in, in an officiating capacity by a person whose name his highest in the Select List and who has not already been officiating.

(ii) Officers whose names are on the Select List shall normally be confirmed in accordance with their rank in the Select List.

SCHEDULE

(See rule 5 (iv))

1] Government Resolution, General Administration Department, No.:BCC-1072-J, dated 23rd May 1974;

2] Government Resolution, General Administration Department, No.:SRV-1074/D, dated the 28th January, 1975;

3] Government Circular, General Administration Department, No.:SRV-1975/X, dated the 2nd April 1976;

4] Government Resolution, General Administration Department, No.:BCC-1078/831/XVI-B, dated the 14th April 1981;

5] Government Resolution, General Administration Department, No.:SRV-1077/CR-343/79/XII, dated the 18th May 1983;

6] Other orders if any issued by Government from time to time in this behalf.

By order and in the name of the Governor of Maharashtra,

Under Secretary to Government.